



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

August 28, 2009

Transmitted via E-mail

Barbara Straw, Technical Training Manager
Autodesk, Inc.
1111 McInnis Parkway
San Rafael, CA 94903
Barbara.straw@autodesk.com

Dear Ms. Straw:

RE: **FINAL MONITORING VISIT REPORT** for Autodesk – ET07-0216

Date of the Visit:	04/08/09 and 07/29/09
Beginning/Ending Time:	04/08/09 from 10am – 12 noon; 07/29/09 from 2pm – 3:30pm
Date of Last Visit:	05/29/08
Visit Location:	04/08/09 – 4040 Civic Center Drive, San Rafael 07/29/09 – Foster City (LiveMeeting)
Persons in attendance:	Barbara Straw, Autodesk Chris Mangels, Training Funding Partners (admin sub) Lily Lai, Employment Training Panel
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	12/31/06 – 12/30/08	Agreement Amount:	\$606,816
Training Start Date:	01/08/07	No. to Retain:	602
Date Training must be Completed:	9/30/08	Range of Hours:	24 – 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	56

FINAL REPORT SUMMARY:

Training started on January 8, 2007, and ended on September 26, 2008. There were no revisions to the Agreement.

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

Job #	Planned to Retain	Completed Training and Retention	Reimbursable Hours Tracked on the ETP Class/Lab System	Approximate Potential Earnings
1	602	537	26,751	\$481,518

According to the data entered into the ETP Class/Lab Tracking System, 537 trainees completed at least the minimum number of training hours and the required retention period. Based on the 26,751 hours recorded for trainees meeting the minimum hours, your company can potentially earn \$481,518, which represents 80% of the Agreement amount.

INTERVIEW WITH CONTRACTOR REPRESENTATIVE:

Ms. Straw reported that the Computer Skills training increased the workforce's knowledge of various software and programming applications. The Business Skills and Continuous Improvement Skills moved the company's operations to a higher level of performance, thus making the company more effective and competitive.

The company experienced a reduction in force during the Agreement term due to poor economic conditions, which partially affected its ability to complete 100% of its training goal. Ms. Straw stated that although training is important and necessary, production goals are a priority and that challenge of work commitment vs. training attendance continues. She is exploring CBT and self-directed training to see if those would be a more effective or flexible training methods.

ATTENDANCE ROSTERS:

During the 4/8/09 visit, Ms. Lai randomly selected and reviewed the attendance records of trainees who were eligible for final payment. Ms. Lai found some discrepancies between the company's LMS records and the data on the ETP Class/Lab Tracking system. The discrepancies included double entry on several trainee records and data on company LMS but not entered into the ETP tracking. Mr. Mangels and Ms. Straw agreed to conduct a complete review of the records and reconcile/correct the data.

A second visit was conducted on 7/29/09 via LiveMeeting to remotely review records. The discrepancies identified during the earlier visit have been corrected. Additional records were reviewed and no further discrepancies were found.

Note: Effective 10/1/07, Autodesk was approved to use LMS to document ETP-funded class/lab and CBT training. Prior to that date, training was documented on paper rosters, but attendance data are captured on the company LMS.

AUDIT:

Autodesk, Inc. will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Lily Lai at 650.655.6934 or llai@etp.ca.gov within ten (10) working days from receipt of this report.

Sincerely,



Rosa Hernandez, Manager
Sacramento Regional Office



Lily Lai, Contract Analyst
San Francisco Bay Area Regional Office

cc: Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 11/19/09